	<h1>Information Bulletin</h1>	
<p><b>US Army Corps of Engineers</b> Engineer Research and Development Center</p>	<p>Topographic Engineering Center</p> <p><i>U.S. Army 1999 Research &amp; Development Organization of the Year</i></p>	<p>December 15, 1999</p>

## OFFICIAL

### Employee/Member Self Service System (E/MSS) coming soon

In mid February 2000, the Defense Finance and Accounting Service (DFAS) will begin offering a new service called Employee/Member Self Service (E/MSS). This service will allow DoD customers to update certain pay information by using a Personal Computer (PC) to access the pay system via the Internet or by using a touch tone telephone via an Interactive Voice Response System (IVRS). Once implemented, DFAS payroll customers will be able to change their own Federal tax withholding status and exemptions; start, stop or change allotments (this feature is not a part of the annuitant payroll system); change their correspondence address; and update their financial institution electronic fund transfer information. Future phases of E/MSS will include other transactions, such as starting or stopping savings bonds and changing state taxes.

A myriad of security features are built into the design of E/MSS. E/MSS Internet transmissions require 128-bit encryption and uses Secure Socket Layer technology. Access to the system will be controlled via the use of Social Security Number (SSN) and a Personal Identification Number (PIN). Customers will be asked to customize their PIN when accessing E/MSS the first time and the PIN will be validated each time the customer signs on. In addition to the PIN, customers will need access to a Personal Computer (PC) with one of the following industry-standard browsers: Netscape Navigator versions 3.0, 4.01 or higher, Microsoft Internet Explorer version 4.0 or higher, or Netscape Communicator.

First, E/MSS will be available to DFAS customers serviced through the Defense Retiree and Annuitant Pay System (DRAS), the Marine Corps Total Force System (MCTFS), and the Defense Civilian Pay System (DCPS). The Defense Joint Military Pay System (DJMS) customers will have E/MSS capabilities at a future date. After accessing the system, menus will guide customers through desired transactions. After the customer has made changes, the system will ask the customer to confirm the action and then tell them when the change will be reflected on the pay record.

According to Gloria Cranford-Bates, E/MSS Project Officer, "This system provides an alternative to completing and submitting forms and will provide reliable and accurate information. Most importantly, E/MSS will be a secure way for customers to update payroll related transactions at their own convenience, with minimal effort and without the delays inherent in paper-based processes." **E/MSS is a voluntary service.** Customers who prefer the existing system of making pay changes will still be able to visit their local accounting and finance office or customer service representative (CSR) to submit hardcopy forms. Further details are available at the DFAS home page at <http://www.dfas.mil/>.

## **New Per Diem Rates Effective January 1, 2000**

Some per diem rates change effective 1 January. If planning travel after that date, check the following web site to find out what the rate will be for your destination (this web site also now has government city-pair flight schedules and rates, as well as rental car information and rates):

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

## **ERDC Exhibit Calendar**

Correct address for the ERDC exhibit calendar is <http://erdcinfo.erd.usace.army.mil/>. The calendar lists all known conferences and the planned ERDC response. Employees are encouraged to view the exhibit calendar before making exhibit plans. TEC POC for additions/changes to this calendar is Bob Heidelberg.

## **Corps LNO at MANSCEN**

Ms. Rose Acheson is ERDC's liaison officer on-site at the Maneuver Support Center at Fort Leonard Wood. Ms. Acheson coordinates Corps interaction and activities with MANSCEN, such as setting up visits, requests for briefings, etc. All such requests should go through her (at the least for information purposes). She is there to help ERDC team members in their involvement with MANSCEN. You may contact Ms. Acheson at (573) 596-0131 x36242, commercial; by fax at (573) 563-8000; or by e-mail at [achesonr@wood.army.mil](mailto:achesonr@wood.army.mil).

## **Keeping educational statistics current**

As an R&D organization, the educational level of ERDC employees is a very important statistic. The ERDC reports the educational credentials of its scientists and engineers for a variety of purposes and uses educational level data for strategic planning. It is the responsibility of each employee and his/her supervisor to update educational information when a new degree is attained. Employees wishing to add, change or correct education information in their Regional Record may send a copy of their transcript or complete and fax an Education Update Form to:

South Central CPOC  
ATTN SFCP-SC-T  
Sparkman Building 5304  
Redstone Arsenal, AL 35898-5222

FAX Number: (256) 867-5859

Education Update Forms are available from the HR generalist servicing TEC - Angelo Russo. You may review your automated Regional Record through your supervisor or your organization's administrative support person, to ensure that the information on file for you is current. The ERDC's personnel database is only as current as the information you provide. For more information, contact Susan Koh, (603) 646-4500.

## **Chief Scientist Gazes Into Army's Future**

Visit web site <http://ebird.dtic.mil/Nov1999/s19991130chief.htm> to read an interview with Army Chief Scientist A. Michael Andrews (from Nov 29 issue of *Defense Week*).

## Calendar of Events

14-23 Dec	Conference rooms 1, 2, 3 closed for construction
16 Dec	TEC Holiday Party – Cruise on <i>Spirit of Washington</i>
17 Dec	Blood Drive, 0800-1400 – Casey Bldg, room 143

## Arrivals/Departures/Vacancies

### Arrivals:

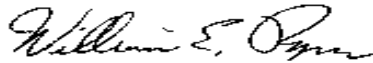
<u>Name</u>	<u>Organization</u>	<u>Date</u>
Amy Harlan (Interdisciplinary) GS-1315-7	OD	2 Jan 00

### Departures:

Matt Harden	TRD	4 Dec 99
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### Open Announcements:

Contracts Specialist GS-12	Contracts Office	OPENS: 7 Dec 99 CLOSES: 21 Dec 99
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WILLIAM E. ROPER, Ph.D., PE  
Director

BOBBIE F. KERNS, JR.  
Deputy Director Laboratory Management

# **U N O F F I C I A L**

## **Toys for Tots**

Thursday December 16 is the deadline for donating new, unwrapped toys to this worthy program. Collection boxes can be found in the lobbies of both buildings.

## **Cruise Reminder**

Boarding for the Holiday Party Cruise on Thursday 16 December starts at 1130 and ends promptly at 1200. Maps and instructions on obtaining your boarding pass will be distributed Wednesday afternoon - watch your e-mail.